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(CLASSIFICATION)

64-6778

## OFFICE OF THE DIRECTOR

Action Memorandum No. \_\_\_\_\_

A-431

Date \_\_\_\_\_

30 September 1964

TO :

Director of Personnel

THROUGH : Deputy Director for Support

SUBJECT :

Agency Out-Placement Program

REFERENCE:

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1. Reference is made to my Action Memorandum A-415 of 31 July 1964 asking the Director of Personnel to review the Agency's out-placement program and make recommendations for its improvement, and to your reply of 18 September 1964 recommending (a) that the Agency adopt a policy of offering out-placement service to all employees (with certain exceptions) who are leaving our service, (b) that this policy and the functions of the Out-Placement Branch be formalized in Agency regulations, and (c) that the out-placement program continue substantially in its present form, though improved and refined.

2. Recommendations (a) and (b) above are approved.

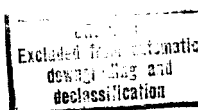
3. Although the present out-placement program would be more than adequate for most Government agencies, I am not satisfied that it meets the special needs of the Central Intelligence Agency. I agree that any departing employee must sell himself to a new employer. But the very limits and handicaps CIA imposes on its employees in discussions with potential employers require that this Agency go far beyond the administrative assistance rendered by other agencies. Consequently you are instructed to:

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- a. Initiate a more aggressive and imaginative out-placement program, including an active search for employment possibilities followed by specific job references and introductions.
- b. Sponsor and coordinate throughout the Agency a program to exploit the internal potential for providing employment leads.

4. I shall expect a fresh and positive approach to this problem and have asked  Chief, Manpower Control Staff, BPAM, to follow your progress and keep me informed.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

DRM:rcr

Distribution:

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